

## LESSON PLAN

### **Unit 1. COMMAND INDOCTRINATION AND INTRODUCTION TO NMT**

**X-XXX-XXX1 Rev B**

#### **Topic 1.1 Command Indoctrination and Introduction to NMT**

CLASS PERIODS: 2

LAB PERIODS: 0

#### **Enabling Objectives:**

- 1.1 **IDENTIFY** the requirements for the Navy Military Training (NMT) program in accordance with NMT Instruction
- 1.2 **IDENTIFY** the functions of the Chain of Command in accordance with the Bluejackets Manual 21st Edition; Basic Military Requirements, NAVEDTRA 12043
- 1.3 **IDENTIFY** the importance of Academic Achievement in accordance with Basic Military Requirements, NAVEDTRA 12043
- 1.4 **IDENTIFY** the importance of Command Policies/Regulations in accordance with Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32B
- 1.5 **IDENTIFY** Liberty Survivability in accordance with Liberty, MILPERSMAN 3030100
- 1.6 **IDENTIFY** the need for Personal Financial responsibility in accordance with the Bluejackets Manual 21st Edition; Basic Military Requirements, NAVEDTRA 12043

- 1.7 **IDENTIFY** the requirements for Physical Training (PT) in accordance with NMT Instruction

#### **Trainee Preparation Materials:**

- A. Trainee Support Materials:
  - 1. None
- B. Reference Publications:
  - 1. None

#### **Instructor Preparation:**

- A. Review Assigned Trainee Material
- B. Reference Publications:
  - 1. Basic Military Requirements, NAVEDTRA 12043
  - 2. Bluejackets Manual 21st Edition, ISBN 1-55750-050-9
  - 3. Liberty, MILPERSMAN 3030100
  - 4. Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32B

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##### **C. Training Materials Required:**

1. Transparencies
  - a. Alcohol, 1-1-16
  - b. Award Ceremony, 1-1-11
  - c. Chain of Command, 1-1-8
  - d. Effective Communications, 1-1-7
  - e. Finance, 1-1-18
  - f. Financial Responsibility, 1-1-17
  - g. Liberty I, 1-1-13
  - h. Liberty II, 1-1-14
  - i. Mission Statement, 1-1-2
  - j. Mission Statement cont, 1-1-3
  - k. Mission Statement cont, 1-1-4
  - l. NMT, 1-1-5
  - m. NMT Core, 1-1-6
  - n. On Liberty, 1-1-12
  - o. Summary, 1-1-19
  - p. The Navy, 1-1-9
  - q. Title, 1-1-1
  - r. UCMJ, 1-1-15
  - s. Uniform, 1-1-10

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##### DISCUSSION POINT

###### 1. Introduction

##### RELATED INSTRUCTOR ACTIVITY

###### 1. Establish Contact.

Write name on VAP board.

Introduce Yourself.

Congratulations on your completion of Recruit Training and welcome to \_\_\_\_\_. This lesson will introduce you to local command policies and regulations, and to the Navy Military Training process.

State Lesson Objectives.

###### 2. Navy Military Training Program

###### 2. Show Transparency 1-1-1, Title.

###### a. Mission Statement:

- (1) The mission of the Navy Military Training Continuum is to provide the personally disciplined men and women needed to accomplish the Navy's mission.

- (1) Show Transparency 1-1-2, Mission Statement.

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##### RELATED INSTRUCTOR ACTIVITY

- (2) They will perform at the level required for their rate and time in service. They will be ready to serve unencumbered by medical, dental, psychological, physical, spiritual, or financial hindrances as required by Navy regulations.

- (2) Show Transparency 1-1-3, Mission Statement cont.

- (3) They will demonstrate HONOR, COURAGE, and COMMITMENT to the United States and the U.S. Navy. They will demonstrate integrity, initiative, respect for others, respect for authority, respect for themselves, pride in service, teamwork, and devotion to duty.

- (3) Show Transparency 1-1-4, Mission Statement cont.

#### b. Expectations from the Sailor

- (1) NMT is for the first year Sailor. You are presently in the first part of a journey that will take you through various subjects to expand your knowledge and give you the tools, to become a better Sailor.

- (a) NMT consists of:

- (a) Show Transparency 1-1-5, NMT.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- 1) Military Environment
  - 2) Standards and Inspections
  - 3) Qualification and Watch Standing
  - 4) Team Building
  - 5) Pride and Professionalism
- (b) NMT also consists of classroom training
- (c) The first phase, NMT Core, is approximately 20 hours long. This is the phase you are in currently and will be completed within the first three weeks.

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##### RELATED INSTRUCTOR ACTIVITY

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| <ul style="list-style-type: none"><li>(d) The second phase will last for your first year of service and will be taught at a rate determined by the school and your first command.</li><br/><li>(2) NMT Core topics will include indoctrination into:<ul style="list-style-type: none"><li>(a) Navy policies</li><li>(b) Professional relationships</li><li>(c) Survival skills</li><li>(d) Financial management</li><li>(e) Deploying to your first fleet command</li></ul></li></ul> | <ul style="list-style-type: none"><li>(2) Show Transparency 1-1-6, NMT Core.</li></ul> |
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##### RELATED INSTRUCTOR ACTIVITY

- (3) As new Sailors, you will be required to attend all classes and participate. Upon graduation you will be expected to leave the classroom and demonstrate to the Navy and society that you are a true professional in every aspect of your life.

#### c. Benefits from NMT

- (1) Help you be better prepared to handle your role in the Navy's Mission.
- (2) Increase your knowledge so that you can become an informed "Sailor".
- (3) To assist in ensuring you avoid the "common" mistakes often made by new Sailors reporting to their first command.
- (4) To relieve some of the stress of changing commands and environments.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (5) To join the fleet and immediately be a valuable asset.
- (6) Help you further your own personal life and career by being better informed of benefits the Navy has to offer.

#### 3. Chain of Command

- 3. Reference Bluejackets Manual 21st Edition, ISBN 1-55750-050-9.

##### a. Purpose of the Chain of Command:

- (1) Ensures efficiency: All personnel are able to accomplish their job without confusion and in a minimum amount of time.
- (2) Defines responsibilities: Personnel know exactly what their responsibilities are, what their obligations to the organization are, and what they are expected to do.



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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

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| <ul style="list-style-type: none"><li>(3) Provides smooth communications: Good lines of communication let people know where they stand, both up and down the Chain of Command.</li><br/><li>(4) Effective communications: Ensures everyone knows who has the authority to legally influence others and/or actions.</li><br/><li>(5) Smooth, rapid and effective communication ensures:<ul style="list-style-type: none"><li>(a) Good order and discipline</li><br/><li>(b) Everyone in the Chain of Command knows what their duties and responsibilities are.</li><br/><li>(c) Juniors are informed about matters affecting them and seniors are aware of problems which may exist among their juniors.</li></ul></li></ul> | <ul style="list-style-type: none"><li>(4) Show Transparency 1-1-7, Effective Communications.</li></ul> |
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##### **DISCUSSION POINT**

- b. Basic Chain of Command; Position and Responsibility
  - (1) Commanding Officer (CO)
    - (a) Head of the Chain of Command
    - (b) Referred to as Captain regardless of rank
    - (c) Has absolute responsibility for the safety, well-being, and efficiency of his/her command
  - (2) Executive Officer (XO)
    - (a) The second-highest ranking officer. Specifically charged with executing the orders of the CO and responsible for all matters relating to personnel, command administration, and good order and discipline.

##### **RELATED INSTRUCTOR ACTIVITY**

- b. Show Transparency 1-1-8, Chain of Command.
  - (1) Reference Basic Military Requirements, NAVEDTRA 12043.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (3) Command Master Chief (CMC) or Senior Enlisted Advisor (SEA)
  - (a) Reports to the Commanding Officer on all matters relating to enlisted policy.
- (4) Department Head (DH)
  - (a) Reports to the CO for operational readiness and to the XO for administrative matters.
- (5) Division Officer (DO)
  - (a) Reports to the Department Head and is responsible for the training and operational readiness of a division.
- (6) Division Chief (LCPO)

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (a) Senior enlisted person within a division in charge of leading, guiding and directing the business of a division.

(7) Leading Petty Officer (LPO)

- (a) Reports to the Division Chief, the LPO is responsible for the coordination and supervision of divisional work activities.

4. Pride and Professionalism

4. Show Transparency 1-1-9, The Navy.

- a. Navy standards of performance and conduct promote a mental attitude that brings about alertness, discipline, strong motivation, and high performance. All of these traits are hallmarks of a true professional.

b. Personal Standards

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (1) In addition to the standards set by the Navy, the command, and by supervisors, people set personal standards for themselves. The best situation exists when personal standards require more of a person than the standards set by higher authority.
- (2) Personal standards are found in areas such as:
  - (a) Performance - How well a job is done. Questions arise in a persons' mind as to whether they satisfy their own standards, and those appointed above them. Pride in one's performance can be developed by completing both large and small tasks.
  - (b) Grooming - Reflected in one's personal appearance. Your uniform draws attention and if not properly worn will bring discredit upon the U.S. Navy and yourself.

- (b) Show Transparency 1-1-10, Uniform.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

- (c) Personal Conduct - Conforming to regulations. You are a United States Navy Sailor, as such, you are held to a higher standard of personal conduct both at work and while on liberty. Misconduct or inappropriate behavior reflects upon You, The Navy, and Your Country.

#### 5. Academic Achievement

- a. High standards of academic achievement are a key point to success in the Navy.

- a. Show Transparency 1-1-11, Award Ceremony.

- (1) Remember that you are here to learn a trade and it is your duty and responsibility to do your best.
- (2) Your class standing and grade point average will follow you for the rest of your career and will be considered if you apply for special programs or officer programs.

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##### RELATED INSTRUCTOR ACTIVITY

(3) Some commands allow orders to be selected by class standing.

(4) Doing well in school benefits you and the Navy.

#### 6. Command Policies/Regulations

6. Reference Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32B.

a. If you had to learn a new set of regulations and policies every time you moved or transferred you would waste a tremendous amount of time. The Navy has standardized, as much as possible, all regulations, policies and rules.

b. This information is contained in the current edition of the Standard Organization and Regulation Manual (SORM) of the U.S. Navy, OPNAVINST 3120.32B. Your daily and weekly routines, whether on a ship, shore base or training command, will be dictated by your command SORM.

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##### DISCUSSION POINT

##### 7. Liberty Survivability

- a. Liberty survivability is a two-fold issue. One aspect comes in the form of surviving "out in town" and the other is consequences for poor conduct while on liberty.
- b. Helpful tips to surviving liberty:
  - (1) The "Buddy System" was designed to ensure no one finds themselves alone in a foreign place. Experience has proven that if you are in a large group, you are less likely to be a target of crime. The "Buddy System" is mandatory while visiting ports overseas and highly recommended stateside.
- c. The Commanding Officer has the right to set boundaries for Naval personnel while on liberty. He can also dictate the hours of liberty. The Commanding Officer is ultimately responsible for your safety on liberty and he/she will do what it takes to ensure you remain safe.

##### RELATED INSTRUCTOR ACTIVITY

##### 7. Reference Liberty, MILPERSMAN 3030100.

- a. Show Transparency 1-1-12, On Liberty.



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##### RELATED INSTRUCTOR ACTIVITY

d. Off-Limits Areas:

- (1) The Commanding Officer has the right to make certain areas off-limits. These can include businesses that take advantage of military personnel or have shown direct prejudice toward military personnel. The Commanding Officer may also make certain areas off-limits due to recommendations from local authorities.

- (1) Discuss local off-limits areas.

e. Liberty Attire

- (1) During Phase I of NMT, civilian clothing is not authorized. Your liberty attire will be the uniform of the day.
  - (a) The dungaree uniform is allowed to be worn off base only to and from work. It is prohibited at all off base establishments including drive through windows.

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##### RELATED INSTRUCTOR ACTIVITY

- (2) During Phase II and Phase III, civilian clothing is authorized during liberty periods.
- (3) Civilian attire must be in good social taste and be within standards set by the Commanding Officer. Local laws and customs may also play a part in what you can and cannot wear.
- (4) Inappropriate attire while on liberty:
  - (a) Any article of clothing or jewelry that depicts drug use or shows any picture of drugs.
  - (b) Any article of clothing or jewelry that brings discredit or harm upon the U.S. Navy or the United States.

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- (c) Earrings are authorized for female personnel and only for males in civilian clothes; however, males are prohibited from wearing earrings on military installations including ships, planes, vehicles, and bases. Body piercing is not authorized for anyone at anytime.
- (d) White T-shirts are not allowed as an outer garment at any time on military property. This policy varies from command to command when it is in reference to performing physical training.
- (e) Torn, frayed or cutoff pants/shorts are not authorized while on or off military property.
- (f) Tube tops, halter tops and many sleeveless shirts are not authorized to be worn.

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- (g) Many commands have extra regulations due to the nature of their job or the possible safety hazards involved. Local customs once again can play a large part in setting the civilian clothes regulations (e.g., collared shirts and long pants in certain oversea ports).
  
- (5) Violation of civilian clothing regulations may result in your civilian clothing privileges being removed.
  
- f. Types of Liberty - Liberty is a right that all service members have.
  - (1) Regular liberty - authorized absence from the end of one work period to the beginning of the next.
  - (2) Special liberty - granted outside of regular liberty periods for unusual reasons.

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- g. The Commanding Officer regulates liberty as prescribed by competent authority and policies set by the Commanding Officer and those appointed above them (e.g., Type Commanders).

##### (1) NMT Phased Liberty

- (a) Phase I - For the first three weeks onboard liberty will expire at 2200. During the training week liberty will be on base only.

- (a) Show Transparency 1-1-13, Liberty I.

- (b) Advancement to Phase II will be granted upon completion of the following:

- 1) 3 weeks onboard
- 2) completion of NMT Core topics
- 3) within Navy physical fitness standards

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##### RELATED INSTRUCTOR ACTIVITY

- 4) satisfactory academic standing
  - 5) satisfactory uniform appearance
  - 6) satisfactory military performance
  - (c) Phase II - Liberty will expire Monday to Thursday at 2200. Friday and Saturday liberty will expire at 2400. Liberty will expire on Sunday at 2200 unless Monday is a holiday; then liberty will expire at 2400.
  - (d) Advancement to Phase III will be granted upon completion of the following:
    - 1) 4 weeks in Phase II
    - 2) Satisfactory Military and Academic standing
- (c) Show Transparency 1-1-14, Liberty II.

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##### RELATED INSTRUCTOR ACTIVITY

- (e) Phase III liberty hours will be established by the Commanding Officer.
  
  - h. Consequences for improper behavior on liberty:
    - (1) Personnel may be set back to earlier phases for improper conduct or violation of standards.
    - (2) Violating articles of the UCMJ can result in one or more of the following:
      - (a) Restriction
      - (b) Loss of privileges
      - (c) Reduction in paygrade
      - (d) Courts Martial
- (2) Show Transparency 1-1-15, UCMJ.

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##### RELATED INSTRUCTOR ACTIVITY

(e) Captains Mast

(3) Violating civil law while on liberty in either foreign or domestic ports can have severe consequences.

(a) Civilian authorities have priority in a conviction.

(b) If civilian authorities wish not to prosecute, the military maintains the right to bring you up on charges.

(c) If civilian authority does prosecute you, the military can still bring you up on charges that apply to military law.

8. Alcoholic Beverages



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##### DISCUSSION POINT

- a. Alcoholic beverages are prohibited for all personnel during Phase I.
- b. During Phase II personnel of legal age may consume alcoholic beverages during authorized liberty periods.
  - (1) Alcohol may not be consumed within 8 hours of any duty or training period.
- c. Alcoholic beverages are prohibited in the BEQ at all times.

#### 9. Financial Responsibility

- a. Indebtedness brings discredit upon yourself and the Navy.

##### RELATED INSTRUCTOR ACTIVITY

- a. Show Transparency 1-1-16, Alcohol.

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##### DISCUSSION POINT

##### RELATED INSTRUCTOR ACTIVITY

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| <ul style="list-style-type: none"><li>(1) Letters of indebtedness can cause a loss of your security clearance, school, orders or result in NJP or discharge.</li><br/><li>b. It is very easy as a new Sailor to get into financial trouble. The NMT curriculum will help to prepare you for your financial future with lessons on credit, car buying, savings and checking, and investing.</li><br/><li>c. If you have not file a change of address with your financial institution do so as soon as possible.</li><br/><li>d. Many establishments prey on young service members. Places to avoid:<ul style="list-style-type: none"><li>(1) Any place that advertises instant credit for E1 and up.</li></ul></li></ul> | <ul style="list-style-type: none"><li>b. Show Transparency 1-1-17, Financial Responsibility.</li><br/><li>c. Show command address.</li></ul> |
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##### DISCUSSION POINT

- (2) "Hard Sell" places that want you to sign a contract today. The deal, if legitimate, will be there tomorrow.

- (3) Any deal that seems too good to be true.

- e. Prior to purchasing an item on credit it is recommended that you consult with your NMT Staff or base legal. Your base credit union is usually your best option.

##### RELATED INSTRUCTOR ACTIVITY

- (2) Show Transparency 1-1-18, Finance.

#### 10. Physical Readiness

- a. As part of NMT and Navy regulations you will be required to PT a minimum of three times a week.
- b. Physical training will be conducted in the standard Navy PT gear.

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- c. Failure to maintain satisfactory physical readiness will result in being placed on a remedial program.

##### **RELATED INSTRUCTOR ACTIVITY**

11. Summary

11. Show Transparency 1-1-19, Summary.

- a. Mission Statement
- b. Chain of Command
- c. Pride and Professionalism
- d. Academic Achievement
- e. Command Policies/Regulations
- f. Liberty

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##### RELATED INSTRUCTOR ACTIVITY

g. Alcohol

h. Financial Responsibilities

i. Physical Readiness

12. Assignment

a. None

13. Evaluation

a. None